

POLICE CAPTAIN

General Statement of Duties: Exercises command over the division of the department to which assigned does related work as required.

Distinguishing Features of the Class: The work in this class involves administrative responsibility for directing and supervising the activities of the Uniform Division, Services Division, or Criminal Investigation Division. Duties involve assigning personnel to their positions, evaluating their work performance, instructing them in new and approved police methods, enforcing rules and regulations and inspecting all police activities. A Police Captain must be thoroughly familiar with controlling laws and ordinances, with practices and procedures of the department, and with approved modern police methods. He must be thoroughly capable of commanding the respect of subordinate officers and directing their work under ordinary emergency conditions. Work is subject to the plans, policies, and procedures formulated by the Police Chief.

Areas of Accountability:

1. Directs and coordinates the activities of the division to which assigned.
 - Adjusts and assigns personnel according to crime trends, workload, or special events;
 - Sets goals and objectives for the division;
 - Handles grievances and disciplinary matters at his/her level of command;
 - Actively assists subordinates at major crime scenes, incidents, or disasters;
 - Maintains productivity at an acceptable level;
 - Accepts the responsibility of his/her command;
 - Maintains a high degree of integrity in public and private life so command effectiveness is not compromised;
 - Keeps the Chief of Police apprised on matters of importance;
 - Actively assists, supervises and trains the department's police reserve unit;
 - Prepares factual, clear, concise, written reports with specific recommendations;
 - Plans and supervises programs involving crime prevention and detection.
2. Prepares annual budget.
 - Requests personnel and equipment according to department and community needs;
 - Monitors budget to maintain monthly rate of expenditures;
 - Maintains an equipment replacement program;
 - Recommends cost savings programs.
3. Maintains proper records.
 - Receives and files all department or division reports and communications;
 - Maintains workable division files;

- Administers control and approval of all reports;
- Submits monthly and annual reports;
- Records activities of all personnel within the division;
- Maintains confidentiality and security for all records under his/her control.

4. Recommends training needs.

- Maintains an educational and training level to effectively and efficiently administer the division;
- Improves productivity through training;
- Stays aware of deficiencies and requests training to correct problem areas.

5. Utilizes team concept as an administrative tool.

- Participates in various department and City teams;
- Provides input to staff meetings and to the drafting of new or revised policies or procedures;
- Effectively utilizes input from subordinates in the development of policy or procedure;
- Holds monthly supervisor's meetings.

6. Evaluates personnel.

- Reviews and evaluates on a regular basis the performance of subordinate departmental employees;
- Uses the Productivity and Evaluation Measurement System as a means of communications and improving performance;
- Actively participates in the oral interview process for new applicants;
- Evaluates probationary personnel monthly.

7. Maintains open communication with employees, sworn personnel and supervisors.

- Disseminates department General Orders, Special Orders and Memoranda;
- Interprets policy and procedures and follows through on implementation.

8. Makes inspections of division personnel, equipment, and building/garage facilities.

- Maintains a division inventory;
- Periodically inspects policies and procedures in order to continually improve performance and to be cost effective;
- Monitors all reports to see if they conform to department guidelines;
- Monitors the use of all buildings, grounds, equipment and vehicles under his command and takes appropriate action to correct any misuse or negligence.

9. Makes public presentations and deals with the public on an individual basis.

- Gives presentations to civic and governmental organizations;
- Attends and makes presentations at City Council meetings as required;
- Answers citizen calls and complaints.

10. Performs other duties which may be required by department policy, or by employees, supervisors or department head.

Required Knowledge, Skills, and Abilities: Comprehensive knowledge of the principles and practices of modern police administration; thorough knowledge of the rules and regulations of the department; comprehensive knowledge of police science, organization and operation as applied to field patrol activity; crime prevention, traffic problems, detective activities and other aspects of police work; thorough knowledge of police records and their use in the solution of police problems; thorough knowledge of budgetary, personnel, and general administrative principles and practices; thorough knowledge of the standards by which the quality of police services is evaluated; ability to command respect of members of the department and direct and supervise their work; ability to establish and maintain working relationships with the community as a whole; ability to analyze complex police problems and situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; ability to prepare and supervise the preparation of clear, accurate and comprehensive reports and recommendations; good physical condition.

Acceptable Experience and Training: Considerable police experience, some of which shall have been at the level of Police Lieutenant, and completion of a standard high school course supplemented by college level courses, preferably graduation from a college or university of recognized standing with major work in police sciences, administration or related subjects; or any equivalent combination or experience and training which provides the required knowledge, skills, and abilities.